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24 July 1961

Attached is a draft copy of a proposed Records Control Schedule for your office. [redacted] made an inventory of the records while visiting and talking to your people this past March. I think this schedule will give you clear and more specific instructions as to the disposition of the major records holdings in your office.

Will you please review the schedule and send us your comments and any changes you find necessary. After incorporating your comments and changes, we will have it approved here. The approved schedule will then be your authority to destroy old or obsolete records. Notice that even though all of your records have been classified as "Temporary" (this is because headquarters retains copies) the retention periods range from one to eleven years.

The following explanation by schedule item number will indicate to you how we arrived at a given number of years retention on selected items. Our intentions are to give you some guidance on the disposition of certain items that may have been vague or unclear before.

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We have discussed the [redacted] here and have decided not to list it as an individual item. For Records Control Schedule purposes it should be handled as any other requirement.

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I look forward to hearing from you soon and will be glad to assist you further in any way I can.

Sincerely,



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Attachment

cc: [redacted]

Distribution:

- Orig & 1 - addressee, w/attachment
- 1 - [redacted] EXEC. Off.
- 1 - RAS Files

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C/RAO.DDS



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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT